

15 APR 1964

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CONFIDENTIAL

MEMORANDUM OF UNDERSTANDING

SUBJECT: Schedule of Pickup and Delivery of Fiscal Division's Data for
ADPD Processing

1. Due to the move of ADPD from Central Building to the Headquarters Building, the following time table has been worked out covering the pickup and return of Fiscal Division's accounting and payroll data.

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2. Mr. [REDACTED] Chief of ADPD, agrees to continue the twice-a-day run between the two buildings. Heretofore, the trips have been made in part to pickup or return the Confidential Funds Division's data. The ADPD trips will only be picking up Fiscal Division's data pending the move of the Office of Finance to the South and Central Buildings. Then, the Confidential Funds Division's data will be transported under the same schedule outlined below.

3. The ADPD pickups and returns of processed data will be twice each day at 10:00 a.m. and 2:30 p.m. Therefore, it will be incumbent upon the Accounts and Payroll Branches to have their data ready at the specified time. The data is to be picked up and the return made to the locations indicated below:

Accounts Branch	South Building	Room 237
Payroll Branch	South Building	Room 352

Note: These room numbers will no doubt change when the other elements of the Office of Finance are moved into Central and South Buildings.

4. The Confidential Funds Division's data (Accounts and C&TA Branches) will be hand-carried to the ADPD Headquarters, Room G-D-0428, by personnel from each branch as of the above scheduled hours of 10:00 a.m. and 2:30 p.m. each day. ADPD will be responsible for returning processed data back to each respective office in the interim before the move of Office of Finance to the downtown location. Then, the above schedule of 10:00 a.m. and 2:30 p.m. will be effective for all data to be processed by ADPD.

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5. The accounting data will be processed under the following schedule:

<u>Day's Business</u>	<u>Pickup 10:00 a.m.</u>	<u>Processed</u>	<u>Returned with required reports 10:00 a.m.</u>
Monday	Tuesday	Wednesday	Thursday
Tuesday	Wednesday	Thursday	Friday
Wednesday	Thursday	Friday	Monday
Thursday	Friday	Monday	Tuesday
Friday	Monday	Tuesday	Wednesday

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Assistant to the Dir/Finance
for Automatic Data Processing

CONCUR:

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